

# MINOR CHANGE APPLICATION ARCHITECTURAL REVIEW APPLICATION

(For new work on existing homes or design changes during construction, see guidelines related to minor changes for further clarification)

**BHA ARCHITECTURAL REVIEW COMMITTEE (ARC)** (Page 1 of 3)

PO Box 3030

Bald Head Island, North Carolina 28461-7000

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Date \_\_\_\_\_

Lot # \_\_\_\_\_ BHI House # \_\_\_\_\_ BHI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Architect/Designer \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Contractor/Representative \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Change Descriptions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please attach the required drawings MUST BE TO SCALE refer to the Design Guidelines.  
May include existing elevations, floor plans, site plan and proposed changes.**

# MINOR CHANGE QUESTIONNAIRE

**This questionnaire must be completed by the Property Owner or their representative and accompany the Minor Change application form.**

Lot # \_\_\_\_\_ BHI House # \_\_\_\_\_ BHI Street Name \_\_\_\_\_

Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Project Representative \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

- Are the proposed changes consistent with the **current BHA Architectural Design Guidelines** and related **Protective Covenants**?  
 Yes  No
- Will the proposed changes impact existing vegetation?  Yes  No  
 If the answer to this question is yes, list changes in existing vegetation:

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- Type of lot: Required setbacks:  
 Corner Front \_\_\_\_\_  
 Deeded site-specific building pad Side \_\_\_\_\_  
 Estate Rear \_\_\_\_\_  
 Merged Alley Easement \_\_\_\_\_  
 Standard Other \_\_\_\_\_  
 Cape Fear Station
- Total area of lot (sq. ft.) \_\_\_\_\_
- Total proposed building coverage \_\_\_\_\_  
 Total proposed impervious coverage \_\_\_\_\_  
 Maximum building coverage allowed for lot \_\_\_\_\_  
 Maximum impervious allowed for lot \_\_\_\_\_
- Do the proposed changes affect the percentage of covered porch or the 50% rule calculation (if on or in front of dune ridge)  Yes  No
- Are any variances from Architectural Review Committee requirements being requested under this application?  Yes  No  
 If yes, please attach a letter of explanation for request.

8. The submittal includes one full-size scaled printed copy, one 11” x 17” printed copy, one emailed PDF copy and one AutoCAD- copy if available?  Yes  No
9. Do the proposed changes impact the required sightline setback calculations for oceanfront properties  Yes  No (If the answer is yes, an updated ‘As Built’ survey must accompany the submittal to assure compliance with the sightline requirements)
10. If this property falls under the restrictions of a neighborhood sub-association, has the required letter/notification from that association, granting approval of the proposed changes been included in the submittal to the BHA ARC?  Yes  No
11. Does any portion of the proposed construction work involve work on property owned in whole or part by any person or entity other than the applicant property owner (*i.e.* an access easement to the ocean for which the walkway or structure is owned jointly with an adjacent owner or otherwise)  Yes  No
12. If the answer to question 11. is “yes”, do you understand the written consent to the plans for any such construction work shall be required from that adjacent owner or other appropriate person before the ARC shall consider approval of any such work and it is the obligation of the Property Owner to obtain such written consent from the adjacent owner or other appropriate person and provide it to the ARC.  Yes  No

To the best of my knowledge, the foregoing statements are true.

\_\_\_\_\_  
Property Owner or Representative signature

\_\_\_\_\_  
Date